**Travel/Accommodation Guidelines**

Review By-laws Section 12 – Out-of-Pocket Allowances for approved union business and/or educations for specific expensing information.

**Accommodations:**

Most accommodations will be prearranged by either the Secretary-Treasurer or the Education Coordinator at the most economical cost and at a unionized hotel whenever possible. Should a member decide to stay at a different accommodation other than the CUPE designated hotel/motel the member is solely responsible for the additional cost and hotel arrangement. A copy of the hotel room bill must be attached to the local expense voucher and forwarded to the Secretary-Treasurer before reimbursement can be processed. The local ***IS NOT*** responsible for any amenity charges such as mini bar, movies, room damages, phone calls, etc.

Should a member chose to travel on a daily basis, they shall be reimbursed either mileage or hotel cost whichever is less.

The following table will serve as a guideline when accommodation expenses would be appropriate to incur when attending a single day meeting/event.

When a meeting/event occurs over several day’s members are not expected to travel daily unless they live within 50kms one way of the meeting location.

Considerations outside these guidelines for travel and/or hotel accommodations for inclement weather or for health reasons may be granted upon the approval of the President or designate.

|  |  |  |  |
| --- | --- | --- | --- |
| **Travel (One way)** | **Meeting Start Time** | **Meeting End Time** | **Room** |
| 100 kms | - | - | None |
| 100 – 200 kms | 10:00 am or later | 4:00 pm or sooner | None |
| 100 – 200 kms | 9:00 am or earlier | - | Night before |
| 100 – 200 kms | - | 5:00 pm or later | Night after |
| 200 kms – 400 kms | 1:00 pm or later | - | None |
| 200 kms – 400kms | - | 4:00 pm or earlier | None |
| More than 400 kms | Night before and after | | |